

Connecticut Energy Efficiency Board (EEB)
Request for Proposal (RFP)
Executive Secretary to the CT Energy Efficiency Board

Date: March 5, 2020

Connecticut Light and Power Company and Yankee Gas Service Company (both dba Eversource Energy), The United Illuminating Company (UI), Southern Connecticut Gas (SCG), and Connecticut Natural Gas (CNG), collectively the Utilities, are soliciting Request for Proposals on behalf of the State of Connecticut Energy Efficiency Board for an Executive Secretary for a three-year term starting June 1, 2020.

The RFP is posted on the Energize CT website under RFPs (<https://www.energizect.com/connecticut-energy-efficiency-board/rfps>). Bidders are required to register with Ariba by calling 1-866-218-2155 in order to be enabled into the Eversource procurement system. Ariba access is required in order to participate in the event. General RFQ Questions should be addressed to EEProcurement@eversource.com. Please include `EEB_Executive_Secretary_CT_2020_2023` in the Subject Line. Bids are due May 1, 2020. Bidders must also notify EEProcurement@eversource.com when they are enabled into the ARIBA system in order to receive an invitation to the bid.

The State of Connecticut Energy Efficiency Board (“EEB”), established by CT General Statutes Section 16-245m, is seeking an Executive Secretary to assist in the administration and operations of the EEB. The EEB oversees the ratepayer-funded conservation and load management programs and initiatives administered by the electric and gas utility distribution companies and advises municipal utilities charged with implementing conservation and load management programs. The EEB, a fifteen-member board, includes representatives from governmental agencies, business and residential consumer groups, non-profit organizations, and the utilities. The EEB reports annually to the Department of Energy and Environmental Protection (“DEEP”) and to the General Assembly.

Connecticut is a leading state in energy efficiency, demand response, and load management programs – labeled “Conservation and Load Management,” or “C&LM” in state statute – in several ways. First, Connecticut C&LM programs address a wide range of policies and objectives, cover the full breadth of customer sectors and market segments, employ a wide variety of program and market strategies, and seek to achieve deep and comprehensive energy and demand savings to benefit customers and the state. Second, these ambitious objectives and extensive program efforts are pursued in the context of significant but limited funding, and with strong focus both on leveraging the ratepayer monies used to fund the programs, and on advancing market-based strategies to achieve the savings and other benefits. The combination of ambitious objectives, a wide

range of programs, a strong focus on market-based strategies and leveraging, utilities that are supportive of energy efficiency and demand resources, and an engaged public stakeholder board in the form of the EEB makes Connecticut a very interesting and rewarding place to work.

The C&LM Plan is supported by all Eversource and United Illuminating customers on their electricity bills through the Combined Public Benefits Charge; and by Connecticut Natural Gas, Southern Connecticut Gas Company and Eversource gas customers through a conservation charge included in their rates (the Utilities).

Work Scope & Responsibilities of the Executive Secretary Position:

I. INTERACTION WITH OR ON BEHALF OF THE EEB

- A. Maintain timely and appropriate level of communications with EEB members to fulfill their information requests.
- B. Under the direction of the EEB Chair or Vice-Chair, coordinate all required PURA and DEEP filings for the EEB.
- C. Fulfill information requests as directed by the EEB or DEEP.
- D. Coordinate all EEB monthly meetings as well as the annual EEB planning meeting and public input session(s).
- E. Attend, in person (or by phone as permitted by the EEB Chair or Vice-Chair) all EEB meetings as directed and disseminate meeting materials to the EEB in coordination with utility staff as necessary.
- F. Attend EEB subcommittee or other meetings as requested by the EEB.
- G. Coordinate with the EEB Technical Consultants on scheduling sub-committee meetings and sending out meeting materials.
- H. Create and publish minutes for EEB meetings; coordinate with other EEB consultants to take and/or publish minutes for EEB subcommittee meetings.
- I. Make arrangements for meeting rooms at the PURA, DEEP or other venues as required, including the annual planning meeting and other special events.
- J. Make logistical and manage arrangements as needed to organize phone and webinar accessibility for EEB meetings and subcommittee meetings.
- K. Publish agendas, minutes and other EEB documents as are needed for a full written record of the activities of the EEB and to meet state Freedom of Information Act requirements. Meeting agenda should be posted at least 48 hours in advance. Meeting minutes should be posted with 48 hours after approval by the EEB.
- L. Maintain and publish the EEB calendar of meetings and other events to the EEB and on the Energize CT website.
- M. Maintain written and electronic records of printed materials and communication related to the EEB, including emails and provide sufficient redundancy and back up to assure continuity of operations if the primary data center becomes inoperative.

- N. May, if directed by the EEB, respond to federal grant opportunities or other opportunities for additional funding for the CT Energy Efficiency Fund. Under the direction of the EEB, coordinate with the Utilities, State officials, and others as needed to ensure these entities have submitted grant applications that are competitive and on-time.

II. INTERACTION WITH THE UTILITY COMPANIES

- A. Maintain contact with appropriate utility company(s) management to ensure coordination of EEB consultants and members and Companies' personnel.
- B. Coordinate with utility company staff for EEB meeting and other materials at least a week in advance of an EEB meeting.

III. CONSULTANT ADMINISTRATION

- A. Monitor consultants' billing practices to ensure that bills are kept current and invoices are paid on time. Submit all consultant invoices to the Companies for payment processing.
- B. In consultation with the EEB/Chair, ensure that the Board consultants are operating on an approved EEB timeline; that issues that may arise between program administrators and EEB consultants are flagged and identified for EEB review; ensure that EEB consultants provide timely and clear reports to the EEB on key issues, proposed resolution of issues, and unresolved issues that require EEB review and action.

IV. PAYMENT PROCEDURES

The Executive Secretary shall submit invoices on a monthly basis to the EEB Consultant Committee. A separate invoice reflecting each company's share will be prepared for the company's Accounts Payable Department and supplied to the Company representatives and the Steering Committee. A brief written recap, by date, of activities of the Executive Secretary will also be provided on a monthly basis as part of the invoicing procedure.

V. OFFICE SPACE

Respondents should include a proposal for establishing a physical presence in the State as necessary to successfully fulfill the responsibilities above. There is no specific requirement for office space.

VI. CANDIDATE QUALIFICATIONS INCLUDE:

- Familiarity with the process of the Energy Efficiency Board and the Conservation and Load Management program.
- Five years work experience with significant experience in energy efficiency, public policy, or other relevant field;

- Familiarity with basic office software, document sharing tools (i.e. Dropbox) and remote meeting platforms;
- Familiarity with State energy policy and legislative and regulatory processes;
- Superior written and verbal communication skills;
- Well organized.

PROPOSAL REQUIREMENTS AND TIMELINE:

The EEB reserves the right, in its sole discretion, to reject any or all proposals, to waive any minor irregularities or informalities in a proposal, and to enter into any agreement deemed by EEB to be in the best interest of the ratepayers of the State of Connecticut. The EEB may enter into agreements with one or more of the applicants. The EEB reserves the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed project.

Selected applicants will be expected to develop annual work-plans describing anticipated work tasks, priorities, and budget. The selected applicant will be expected to budget its time to keep within the work-plan and will require the approval of the EEB prior to embarking on work that is outside of the scope of the work-plan. Selected applicant(s) will report directly and solely to the EEB, including submitting monthly invoices to the EEB Consultant Committee for review and approval. The EEB reserves the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed project.

Candidates should submit a proposal including qualifications, prior experience, references, and proposed hourly compensation, estimated expenses, 6.35% business service tax on labor for Connecticut residents who are consultants, and a brief response (not to exceed five pages) to the objectives and responsibilities detailed above. Applicants must not have any real or perceived conflicts of interest with Eversource Energy or United Illuminating/Avangrid, CT Municipal Electric Energy (“CMEEC”) or its members, or other consultants to or members of the EEB.

It is estimated the responsibilities of the Executive Secretary will occupy roughly 30-80 hours per month, not including travel time (if any). Proposals should contain the travel time to 10 Franklin Sq, New Britain to the extent that the candidate plans to bill travel time and mileage reimbursement to the contract.

This consulting arrangement will have a term of three years, beginning on June 1, 2020 and ending on June 30, 2023, with the understanding that the Executive Secretary will be evaluated annually and the EEB will have the option to renew on an annual basis. Proposals should include pricing information.

The timeline for this RFP is as follows:

Public Notice

March 4, 2020

Publication of RFP:	March 5, 2020
Deadline for Questions	April 8, 2020
Answers to questions provided:	April 15, 2020
Proposals due:	May 1, 2020 (5:00 pm, EST)
Interviews conducted:	May 2020
Selection decision:	May 2020
Start Date:	June 1, 2020

Deadline April 1	Interested bidders must register within the Eversource “SAP Ariba Sourcing” purchasing system at 1-866-218-2155, if not already in ARIBA .
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General RFP Questions to:
 E-mail: EEProcurement@eversource.com
 EEB_Executive_Secretary_CT_2020_2023 in the Subject Line.

Bidders need to register with Ariba by calling 1-866-218-2155 in order to be enabled into the procurement system. Ariba access is required in order to participate in the event.

If you have any questions please email EEprocurement@eversource.com or call ARIBA directly. Questions and answers will be provided to all respondents through the Ariba system. (answers will be developed by the EEB Consultant Committee and the Companies). All Bid proposals should be submitted through Ariba System. The RFP will also be posted on the RFP page of the EnergizeCT website (<https://www.energizect.com/connecticut-energy-efficiency-board/rfps>). The deadline to submit a bid in Ariba is May 1.